



ARMY MEDICINE
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Army MEPRS Program Office DMHRSi Timecard Compliance

Defense Medical Human Resource System internet (DMHRSi)

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UNCLASSIFIED

PURPOSE

This presentation is designed to provide guidance on the use of the **DMHRSi** DoD Batch and Timecard Status Report as a metric to facilitate Timecard submission and ensure MEPRS data is complete

OUTLINE

Objectives: at the end of the session, participants will be able to:

- understand the purpose and importance of the DoD Batch and Timecard Status Report for monthly processing
- understand how to utilize the report to identify non-compliant workcenters
 1. DMHR*Si* Timecard Compliance
 2. AMPO DMHR*Si* Timecard Compliance Report
 3. DoD Batch & Timecard Status Report
 4. Submission Issues
 5. Timecard Workflow



DMHRSi Timecard Compliance

Guidance is in the 6010.13M, Medical Expense and Performance Reporting System for Fixed Military Medical and Dental Treatment Facilities Manual.

C3.2.1.2 MTF personnel, including military, civilian, contractor, and volunteer, must ensure their labor hours are distributed to the appropriate work center/cost center. Labor hours includes both available and non-available time. Non-available hours are reported for assigned military and civilian staff only. Possible sources of available time are assigned, attached (including students), detailed, borrowed, contracted, and volunteer personnel.

C3.2.1.3 Personnel categories (officer, enlisted, civilian, contractor, and volunteer) and skill type shall be used to report available and non-available time.



AMPO TIMECARD COMPLIANCE REPORT

AMPO releases a Timecard Compliance Report by site:

- On the 16th calendar day after end of each pay period
- The report includes the 5 last pay periods for comparison
- Report is used for the MTF ranking (data is pulled again at time of MTF transmission)
- Report data is loaded on the CMS website



AMPO DMHRSi Timecard Compliance Report

SITE NAME		PPE			PPE			PPE			PPE			PPE			
		11-Aug-2012			25-Aug-2012			8-Sep-2012			22-Sep-2012			6-Oct-2012			
		Total TC	Approved	Compliance	Total TC	Approved	Compliance	Total TC	Approved	Compliance	Total TC	Approved	Compliance	Total TC	Approved	Compliance	
NORTHERN REGIONAL MEDICAL COMMAND		UIC															
IRELAND ACH-FT. KNOX			1,776	1,776	100.00%	1,730	1,730	100.00%	1,730	1,730	100.00%	1,727	1,727	100.00%	1,747	1,747	100.00%
KIMBROUGH AMB CAR CEN-FT MEADE			1,320	1,320	100.00%	1,337	1,332	99.63%	1,344	1,344	100.00%	1,339	1,339	100.00%	1,367	1,367	100.00%
KELLER ACH-WEST POINT			908	908	100.00%	896	896	100.00%	890	890	100.00%	883	883	100.00%	891	887	99.55%
WOMACK AMC-FT BRAGG			4,096	4,085	99.73%	4,163	4,135	99.33%	4,109	4,084	99.39%	4,102	4,083	99.54%	4,105	4,088	99.59%
MCDONALD ACH-FT EUSTIS			772	759	98.32%	761	756	99.34%	744	742	99.73%	760	752	98.95%	763	734	96.20%
KENNER AHC-FT. LEE			551	551	100.00%	554	554	100.00%	552	552	100.00%	553	553	100.00%	558	558	100.00%
GUTHRIE AHC-FT DRUM			893	893	100.00%	890	890	100.00%	890	890	100.00%	896	896	100.00%	894	894	100.00%
SOUTHERN REGIONAL MEDICAL COMMAND																	
FOX AHC-REDSTONE ARSENAL			228	228	100.00%	225	225	100.00%	229	229	100.00%	222	222	100.00%	225	225	100.00%
LYSTER AHC-FT. RUCKER			368	368	100.00%	366	366	100.00%	366	366	100.00%	364	364	100.00%	367	367	100.00%
EISENHOWER AMC-FT. GORDON			3,133	3,133	100.00%	3,273	3,273	100.00%	3,703	3,703	100.00%	3,121	3,121	100.00%	3,111	3,111	100.00%
MARTIN ACH-FT. BENNING			2,158	2,158	100.00%	2,158	2,158	100.00%	2,179	2,178	99.95%	2,183	2,183	100.00%	2,287	2,287	100.00%
WINN ACH-FT. STEWART			1,840	1,840	100.00%	1,844	1,844	100.00%	1,844	1,844	100.00%	1,832	1,830	99.89%	1,836	1,836	100.00%
BLANCHFIELD ACH-FT. CAMPBELL			2,364	2,364	100.00%	2,435	2,435	100.00%	2,378	2,378	100.00%	2,368	2,368	100.00%	2,361	2,361	100.00%
BAYNE-JONES ACH-FT. POLK			986	986	100.00%	985	985	100.00%	988	988	100.00%	999	999	100.00%	1,008	1,008	100.00%
REYNOLDS ACH-FT. SILL			1,535	1,535	100.00%	1,517	1,517	100.00%	1,521	1,521	100.00%	1,518	1,518	100.00%	1,510	1,510	100.00%
MONCRIEF ACH-FT. JACKSON			1,209	1,209	100.00%	1,205	1,205	100.00%	1,191	1,191	100.00%	1,197	1,183	98.83%	1,187	1,178	99.24%
BROOKE AMC-FT. SAM HOUSTON			7,379	7,061	95.69%	7,989	7,154	89.55%	7,430	7,289	98.10%	7,409	7,056	95.24%	7,360	7,191	97.70%
DARNALL AMC-FT. HOOD			3,898	3,898	100.00%	3,983	3,983	100.00%	3,907	3,907	100.00%	3,881	3,881	100.00%	3,911	3,911	100.00%
WESTERN REGIONAL MEDICAL COMMAND																	
BASSETT ACH-FT. WAINWRIGHT			922	922	100.00%	928	928	100.00%	958	958	100.00%	944	944	100.00%	982	982	100.00%
R W BLISS AHC-FT. HUACHUCA			426	426	100.00%	418	418	100.00%	418	418	100.00%	410	410	100.00%	411	411	100.00%
EVANS ACH-FT. CARSON			2,524	2,500	99.05%	2,529	2,472	97.75%	2,541	2,541	100.00%	2,568	2,541	98.95%	2,734	2,587	94.62%
IRWIN ACH - FT. RILEY			1,445	1,445	100.00%	1,453	1,453	100.00%	1,470	1,470	100.00%	1,503	1,503	100.00%	1,522	1,522	100.00%
WEED ACH-FT. IRWIN			510	498	97.65%	510	504	98.82%	509	494	97.05%	529	496	93.76%	525	507	96.57%
MUNSON AHC-FT. LEAVENWORTH			450	450	100.00%	441	441	100.00%	451	451	100.00%	445	445	100.00%	448	448	100.00%
L. WOOD ACH-FT. LEONARDWOOD			1,476	1,476	100.00%	1,480	1,480	100.00%	1,470	1,470	100.00%	1,469	1,469	100.00%	1,478	1,478	100.00%
WILLIAM BEAUMONT AMC-FT. BLISS			3,766	3,766	100.00%	3,886	3,885	99.97%	3,770	3,770	100.00%	3,819	3,819	100.00%	3,807	3,807	100.00%
MADIGAN AMC-FT. LEWIS			4,962	4,892	98.59%	5,330	5,128	96.21%	4,978	4,975	99.94%	5,011	5,010	99.98%	5,010	5,003	99.86%
PACIFIC REGIONAL MEDICAL COMMAND																	
TRIPLER AMC-FT. SHAFTER			4,562	4,469	97.96%	4,940	4,939	99.98%	4,563	4,526	99.19%	4,549	4,454	97.91%	4,557	4,533	99.47%
BG CRAWFORD SAMS AHC-CAMP ZAMA			156	129	82.69%	208	202	97.12%	185	180	97.30%	154	140	90.91%	151	134	88.74%
BRIAN ALLGOOD ACH-KOREA			1,383	1,383	100.00%	1,386	1,386	100.00%	1,387	1,386	99.93%	1,386	1,386	100.00%	1,403	1,402	99.93%
EUROPEAN REGIONAL MEDICAL COMMAND																	
HEIDELBERG MEDDAC			572	571	99.83%	575	575	100.00%	555	555	100.00%	525	514	97.90%	524	524	100.00%
LANDSTUHL REGIONAL MEDCEN			3,712	3,442	92.73%	3,683	3,385	91.91%	3,680	3,572	97.07%	3,681	3,466	94.16%	3,674	3,448	93.85%
BAVARIA MEDDAC			1,093	1,066	97.53%	1,085	1,009	93.00%	1,074	1,029	95.81%	1,073	1,031	96.09%	1,067	1,066	99.91%
PAY PERIOD COMPLIANCE AVERAGE			98.78%			98.87%			99.50%			98.85%			98.95%		



DoD BATCH AND TIMECARD STATUS REPORT

The **DoD Batch and Timecard Status Report** through DMHRSi allows you to:

- Export timecard compliance data from DMHRSi
- Select timecard data using criteria such as Date Ranges, Organization Parent DMIS ID, Group Parent DMIS ID
- Review multiple pay periods for data accuracy



DoD Batch and Timecard Status Report

Submit Request

Run this Request...

Copy...

Name: **DoD Batch and Timecard Status Report**

Parameters:

Language: **American English**

Language Settings... Debug Options

Parameters

Reporting Period Start Date:

Reporting Period End Date:

Org Parent DMIS ID:

Group Parent DMIS ID:

Group (like):

OK Cancel Clear Help



DoD BATCH AND TIMECARD STATUS REPORT

Data elements looked at when compiling the Compliance Report:

- Assignment Category
- Any timecard not in an approved status



DMHRSi TIMECARD SUBMISSION ISSUES

Some issues that affect DMHRSi Timecards submission:

- Users inability to login to the system
 - ❖ Due to accounts end-dated for inactivity (60 days)
 - ❖ Network issues
- Approvers out of office and do not appoint alternates
- .Dual component – Need to enter person type or it will reject
- .Timecards in an error or rejected status – don't know how to fix
- .Stuck timecards



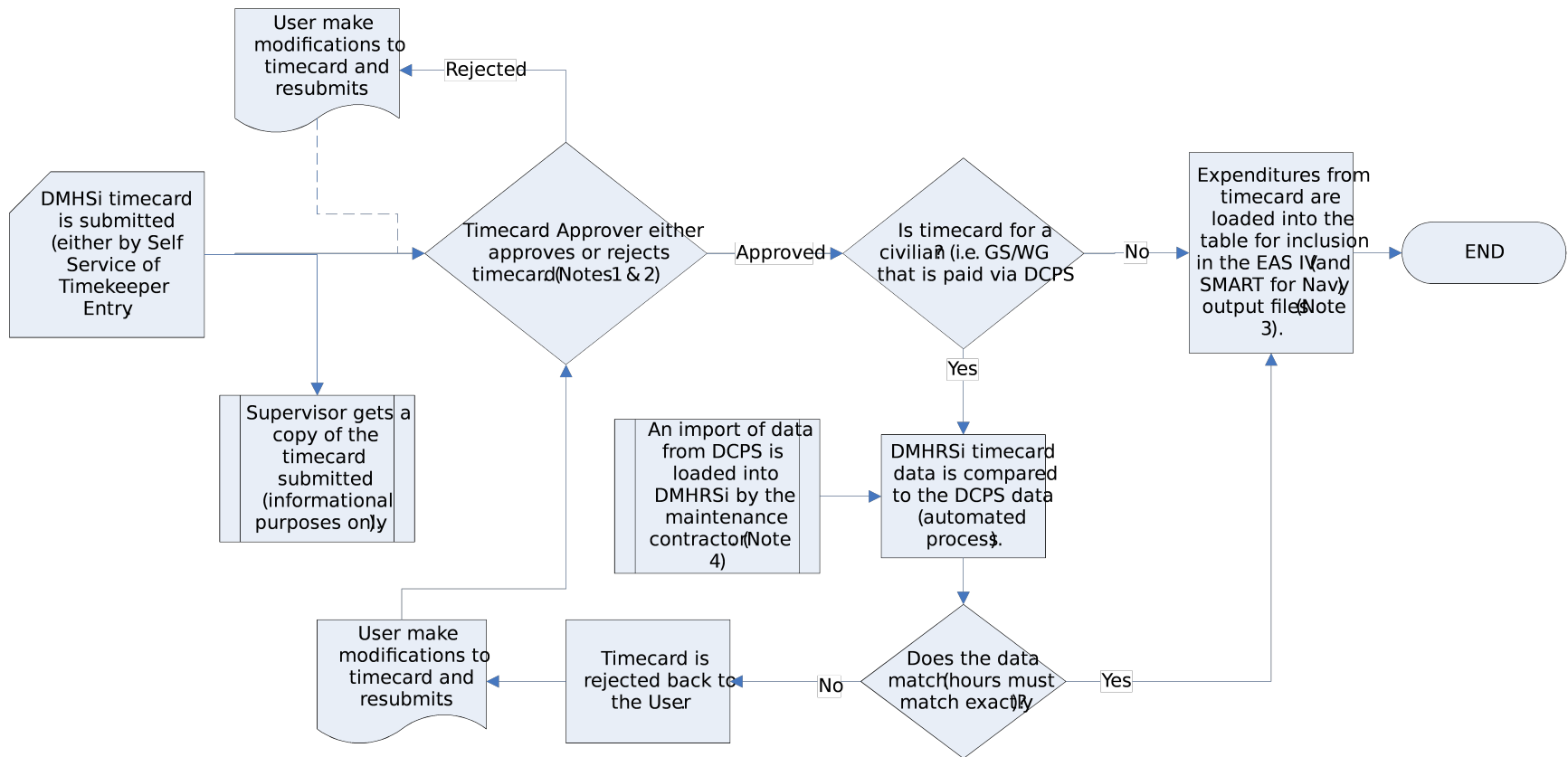
STUCK/LOCKED TIMECARDS

Do not submit a timecard as stuck in a submitted status unless it has been in a submitted status for three working days; and you have verified that it is not in the Timecard Approver's worklist

Timecards showing as locked should be submitted to AMPO immediately

Requests must be submitted via email to the site's AMPO Analyst and MEPRS Army Func Spt

Timecard Workflow





Summary View Report

Data pulled from Expenditure Table

- Task used and amount of hours
- Skill type/skill type suffix
- Expenses
- Available FTE
- Non-available FTE



EAS Create File

- Data from the Summary View Report
- Data from the Assigned Personnel Report
 - ❖ Assigned FTE
 - File that is imported into EAS



Summary

Timecard compliancy report

- Sent from the AMPO office

DoD Batch and Timecard Status Report

- Can be pulled by the local MEPRS office
- data is pulled twice



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